



SQMO - Millington Responsibilities

- Manages In-Year Execution, In-Year Planning, and Out-Year Planning Processes
- Performs as "Honest Broker" to the Quota Management customers
- Provides overall liaison with external agencies (NPC, CNRC, NPDC, NSTC (RTC), ECMs, Detailers, etc) on quota management issues to maximize training resources
- Develops and Publishes QMO OPNAV Instructions
- Sets forth TRM Process Guidance and monthly RECLASS Guidance
- Manages FY Goaling Letters/Revisions Process
- Serves as Primary POC to ECM and Detailers on A & C School matters with respect to Quota requirements
- Develops and aggregates "A" and "C" School requirements for review in the Training Requirements Manager (TRM) tool
- Re-allocates A & C School quotas
- Submits emergent "'A & C" School training requirements, outside the out-year planning period, to N721
- Reviews & analyzes "A & C" School NTQMS models & recommends adjustments, as necessary
- Identifies shortfalls within the SIP and recommend opportunities for potential resource savings for C Schools
- Re-allocates "C" School quotas for Officer requirements/New Courses, etc.
- Serves as Primary POC to CNRC, N13, and ECMs with respect to changes in Accession Implementation Plan (AIP) and the Rating Phasing Matrix (RPM)
- Analyzes ratings to ensure optimal training and recruitment of seats/goals
- Updates the Rating Phasing Matrix (RPM), as required
- Performs Exception Management
- Develops Business Processes for the MPT&E Enterprise
- Coordinates Quota Feasibility Study
- Overall control of the Navy Quota Management Team
- Reviews and approves policy for all QMO processes
- Management of IA Execution Levels for Student Flow and monitor for delays
- Creates, spreads, adjusts class schedules for all type courses
- Analyzes and resolves current and budget year emergent or changing training requirements, including training from Air Force and Army
- Coordinates training changes with the QMO, PERS 4, N13, Learning Centers and Learning Sites
- Serves as focal point for UIC updates in CeTARS for the NPDC Domain
- Modifies CeTARS data, not related to QMO, as required in support of TSCs
- Processes Exceptions
- Processes NSIPS lists using ENTQMS & PRIDE
- Processes RECLASS, 5-5 and Temporary Holding Lists (THU)
- Loads Class Schedules in the CeTARS in support of 5-5, RECLASS and THU processes
- Loads Quotas in the CeTARS in support of 5-5, RECLASS, and THU processes
- Queries "Other Services" course rosters from the Navy reservation system eNTRS; builds quota requirements; and enters bookings into "Other Services" training reservation system
- Serves as the Liaison between "Other Services" schools and the Quota Management Office.
- Maintains course data on "Other Service" schools in CeTARS, OTA, and ATRRS.